

ENGINEERING AIDE - SEASONAL

Code No: 4-14-103
NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an entry-level position in various County and town departments assisting engineering, plant operation personnel, automotive mechanics, and/or higher level technicians in performing a variety of basic technical support tasks relating to agency programs. The work involves performing routine plant operations work, surveying tasks, field observation tasks, vehicle and equipment maintenance, highway/bridge inspections, computer work, compiling data and/or doing elementary drafting in an engineering office. Employees of this class receive precise instructions about the work to be done and their work is closely monitored under the direct supervision from a higher level employee. Supervision of others is not a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed):

Assists engineers, technicians, and surveyors in conducting field surveys and studies;

Assists engineers and technicians in equipment installation and operation;

Assists engineers and technicians in performing simple on-site and laboratory tests, making calculations, and conducting simple inspections;

Performs elementary drafting of drawings and maps from layouts developed by others;

Monitors and observes meters and gauges, noting unusual readings and recording all data on report sheets;

Performs a variety of clerical tasks which require familiarity with engineering terminology and methods;

Performs minor preventative predictive vehicle and equipment maintenance;

Assists with major preventative predictive vehicle and equipment maintenance;

Utilizes a computer to perform data entry and other computer related tasks;

Assists plant operations and/or maintenance personnel in a water pollution control facility;

Performs elementary calculations, data reductions, quantity takeoffs, and quantity extensions;

Assists engineer in construction inspection duties on contract work.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of plant operations, inspection techniques, vehicle and equipment maintenance, and laboratory testing procedures; working knowledge of mathematics, including algebra and geometry; working knowledge of drafting and surveying procedures and

techniques; working knowledge of engineering symbols and terminology used in surveying and mapmaking; computer skills and mechanical aptitude; ability to understand and interpret technical instructions and dimensional drawings; ability to record and graph lab data; ability to inspect pumps and perform laboratory tests; ability to follow oral and written directions; willingness to learn; manual dexterity; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Matriculation into and completion of two (2) years (sixty (60) semester credit hours or ninety (90) quarter hours) towards an Engineering, Chemistry, Computer Science, Environmental Management Science, Geography, Information Technology, Architecture, Management Information Systems, Automotive Technology or related Bachelor's degree program, or matriculation into a Master's degree program in one of the above mentioned or related fields.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State, or otherwise demonstrate your capacity to meet the transportation need of the position.

ADOPTED: November 13, 1986
REVISED: May 12, 1988
REVISED: January 8, 1998
REVISED: July 2, 2009
REVISED: March 4, 2010

ADDITIONAL INFORMATION: Depending on assignment, candidates for employment with Monroe County government are required to pass a pre-employment drug test.